

Request for Event Attendance

Louisville Metro Office for International Affairs

EVENT INFORMATION

Event Title: _____ Event Date: _____

Event Sponsored by: _____

Brief Event Description: _____

Event Location: _____

Event Address: _____

Event Audience: _____ Estimated Attendance: _____

Dress/Attire: _____ Arrival Time: _____ Departure Time: _____

Additional Special Guests/Speakers/Panelists/Presenters:

Representative's Role and requested length of presentation/remarks:

Please list any specific topics the representative should address:

CONTACT INFORMATION

Event Contact Name: _____ Contact Title: _____

Work Phone: _____ Mobile Phone: _____

Email Address: _____

On-Site Contact Name: _____ On-Site Phone: _____

Driving Directions/Parking Instructions: _____

Additional Notes: _____

Please email this form to international@louisvilleky.gov with "Event Request Form" in the subject line, fax it to the attention of International Affairs to (502) 574-1477, or mail it to the following address:

Office for International Affairs
Event Request Form
400 South First Street
Louisville, KY 40202